

Xavier University of Louisiana
TOBACCO-FREE/SMOKE-FREE CAMPUS POLICY AND PROCEDURE
To Be Effective January 1, 2014

PURPOSE:

The purpose of this policy and procedures is to provide guidelines for the implementation of a policy on the prohibition of tobacco use on the campus of Xavier University of Louisiana.

BACKGROUND AND RATIONALE:

The U. S. Surgeon General's 1964 report clearly established a direct link between cigarette smoking and its harmful effects on human life. Twenty-nine subsequent Surgeon General's reports have confirmed and strengthened the Surgeon General's original conclusion.

Xavier University is committed to promoting a healthy learning, working and living environment for students, staff, faculty and campus visitors; follows city and state ordinances concerning "Clean Indoor Air Act" that regulates smoking in and around buildings; and has a long history of developing partnerships on and off-campus to promote several health and wellness initiatives to encourage positive health behaviors and address health disparities.

POLICY:

The use of tobacco is prohibited on the campus of Xavier University of Louisiana. This includes all buildings, facilities or property owned, leased or operated by Xavier University (including residence halls and university owned residential properties), parking structures, campus walkways, university owned vehicles, and privately owned vehicles parked on university property. This policy applies to all students, faculty, staff, contractors, vendors, and visitors to all university properties, all events held on university properties, all officially sanctioned university sponsored or affiliated events that are held off-campus.

DEFINITION:

Prohibited tobacco products include, but are not limited to, cigarettes (clove, bidis, kreteks), cigars, cigarillos, pipes, hookah-smoked products, oral tobacco (spit and spitless also known as smokeless, dip, snus, chew, snuff, orbs, etc.) and including e-cigarettes or any type of product containing, made or derived from tobacco. This policy excludes any product that has been approved by the Food and Drug Administration for sale as a tobacco cessation product, or for other medical purposes.

IMPLEMENTATION:

Through the university's existing health plans, Employee Assistance Program and community sponsors, Xavier University of Louisiana will consult with appropriate health organizations to provide students and employees with information to access support systems, programs and services to encourage abstinence from the use of tobacco products.

The Tobacco Free Living/Fresh Campus (TFL/Fresh Campus) Action Committee will develop a campaign for general education and awareness and to communicate the policy to students, faculty, staff and visitors; provide a statement of the policy for inclusion in the faculty, staff and student handbooks; create announcements for institutionally-sponsored or related events, and appropriate signage in buildings around campus.

1. Each faculty member and class advisor shall be encouraged to explain the University's tobacco-free, smoke-free policy at the beginning of each class term during the first year of implementation. Thereafter, the policy will be introduced at all new student and employee orientation programs.
2. The university will provide appropriate signage and other physical indicators of our policy as well as notification in both print and electronic formats.
3. Signs will be posted in a manner and location to adequately notify students, staff, faculty, visitors, vendors and contractors of the policy.
4. Signs will state that smoking and the use of tobacco products are prohibited, and will include the universal "No Smoking and Use of Tobacco Products Prohibited" symbol.

5. A tobacco policy awareness statement will be signed by all current and new employees.

TOBACCO USE CESSATION PROGRAM:

The university is committed to support all students and employees who wish to stop using tobacco products. Assistance to students, staff and faculty may be provided through Human Resources and Student Health Services. Please contact either of these departments for information regarding cessation programs and services. Students may also contact Health Services for information regarding medications associated with cessation. Xavier employee health and student health insurance do not cover such medications as the state of Louisiana does not mandate cessation coverage for private insurance plans; however, for cessation assistance, contact: (<http://smokefree.gov/>; <http://quitwithusla.org/>; <http://www.ffsonline.org/>; http://www.cdc.gov/tobacco/quit_smoking/how_to_quit/resources/index.htm)

COMPLIANCE:

This policy is in effect for all persons on the Xavier University campus. The university expects consideration and cooperation of tobacco users and non-users to ensure success. All students, staff and faculty have collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of compliance and enforcement. The Offices of Human Resources, Environmental Health and Safety, University Police and Residence Life are authorized to issue citations for violations of the policy.

The Office of Residence Life will enforce the policy within the residential community of buildings and proximate exteriors. Any student found in violation of the policy will be submitted to the university student conduct process. Parents/guardians of minors will be notified of all violations and actions taken by the institution. Suspension will only be used after a student has three or more prior violations or refused to participate in other outlined measures

The Office of University Police will also enforce and implement the policy throughout the campus community and will support the actions of Residence Life.

Contractors, vendors, and other visitors in violation of the policy will be reminded in a professional and courteous manner of the university policy. University law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the individual refuses to leave the university property.

ENFORCEMENT:

1. The twelve month "year" regarding citations begins on August 1 and ends on July 31 of each calendar year.
2. All paid citations will be purged from the system on August 1 of each year.
3. The university citation fees are as follows:
 - 1st citation** - \$0 fee and will receive information about cessation resources;
 - 2nd citation** - \$75 fee and referral to Employee Assistance Program (staff, faculty) and to the Student Health Services or Counseling and Wellness Center (students). It is expected that vendors and employees of contractors will work with their respective employers to provide cessation resources. Vendors and contractors may be asked to show evidence that an employee has been counseled.
 - 3rd citation** - \$75 fee and Notice of Counseling placed in the employee file. The letter will be issued by the Director of Human Resources and a copy sent to the Vice President of the employee's area or in the case of faculty, the letter will be copied to the Dean's office. Students are referred and processed under the Student Conduct system;**Thereafter**, the University will treat repeated violations beyond the third offense in accordance with the Drug Free Campus Policy. Visitors to campus may be banned if they are found to be in repeated violation of the policy.
4. Fines must be paid within 30 days of receipt of the citation or conclusion of unsuccessful appeal at the Cashier's window.
5. Citation fees will progress through the fee schedule and include all other citations on file with University Police.
6. After the second citation has been issued and remains unpaid, a block will be placed on a student's record. A Xavier University faculty and staff member's supervisor/department chair/dean will be notified of issued and unpaid citations.
7. Appeals of University citations shall be in accordance with provisions of the Xavier University Policies in the respective handbook (faculty, staff and student). To appeal a University citation:
 - a. Obtain a *Notice of Appeal* from the University Police department;
 - b. Complete the form and state the reasons for such appeal; and
 - c. Within ten (10) days after the date of the violation, submit the form to the Vice President for Student Services. The VPSS will refer the appeal to the appropriate area for consideration (i.e., Human Resources, Environmental Health and Safety).